



Dedicated guidelines for transfer from another university, transfer to another degree programme within Università Cattolica, second degree and resumption of career

Faculty of ECONOMICS

Undergraduate degree programme in **Economics and Management** (*class L-18*)

Academic Year 2024/2025

MILAN Campus

Programme delivered in ENGLISH

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1. RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAMME

Candidates can transfer to Università Cattolica from another university, transfer to another programme within Università Cattolica, enrol in a second-degree programme, resume an interrupted university career, by applying for a degree programme at the same or lower level as the programme of origin **from 10 January and by 31 October 2024**.

Admission to the **Economics and Management** programme requires passing an **admission test**. The tests and enrolment take place on the dates shown in the table below:

Table 1

ADMISSION TEST* SESSION	REGISTRATION**	PUBLICATION OF RESULTS
1-2-3 FEBRUARY 2024	from 10 January 2024 to 24 January 2024	12 February 2024 3:00 p.m.
11-12-13 APRIL 2024	from 21 February 2024 to 03 April 2024	22 April 2024 3:00 p.m.
29 MAY 2024	from 29 April 2024 to 21 May 2024	5 June 2024 3:00 p.m.
18 JULY 2024	from 20 June 2024 to 11 July 2024	25 July 2024 3:00 p.m.
10 SEPTEMBER 2024	From 31 July 2024 to 04 September 2024	17 September 2024 3:00 p.m.
24 SEPTEMBER 2024	From 9 September 2024 to 19 September 2024	1 October 2024 3:00 p.m.

**Admission tests, on the dates following the first session shall be carried out only if places are still available.*

*** Applicants with a disability or with a SLD should take note of the deadlines in section 4. Applicants with a foreign qualification and/or foreign academic background should note the deadlines in section 6*

For more information about the admission test and obtaining eligibility, candidates must see the **Program Admission Procedures** at the following [link](https://www.unicatt.it/corsi/triennale/economics-and-management-milano/admissions-and-applications.html):

<https://www.unicatt.it/corsi/triennale/economics-and-management-milano/admissions-and-applications.html>.



Only candidates who have passed one of the following exams in English (for at least 8 ECTS) are **exempt** from taking the admission test:

- Fundamentals of management
(sds: SECS-P/07);
- Microeconomics
(sds: SECS-P/01);
- Fundamentals of law
(sds: IUS/01 and/or IUS/04);
- Mathematics
(sds: SECS-S/06 and/or MAT/05).

Transfers from other Universities, transfers from programmes within Università Cattolica, second degrees or resumption of careers from **Italian degree programmes taught in English** are accepted.

Applicants with a foreign qualification and/or foreign academic background should refer to the relevant deadlines and procedures in section 6 APPLICANTS WITH INTERNATIONAL STUDY BACKGROUND.

2. APPLICATION FOR ADMISSION TO THE PROGRAMME AND PLACE RESERVATION

To submit an application for admission (application for enrolment) to the **Economics and Management** programme, candidates must use the [Enrolment Portal](#).

After having passed the admission test or one of the exams included in the test exemption list, candidates must submit the Application Form via the Enrolment Portal, starting from 12th February 2024 and no later than 31st October 2024.

The place is reserved after making the necessary payments (first instalment and secretarial fees) and when the documentation submitted is validated by the Student Services.

Applications from eligible first-year candidates are accepted in chronological order until all places available have been taken.

In order to learn how to use of the Enrolment Portal, see the Enrolment Portal User guides at the links below:

- Transfer from another university: <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-trasferimenti>
- Transfer from another degree programme: <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-passaggio-interno-di-corso-di-laurea>
- Second degree and career resumption: <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-seconde-lauree-ripresa-carriera>



3. EXAM VALIDATION AND COMPLETION OF THE PROCEDURE

After reserving a place, the competent Teaching Unit assesses the student's previous university career in order to recognise exams for the new degree programme. Candidates coming from another university are requested to provide copies of the course syllabuses they have taken in PDF format, by sending them to domanda.istruttoria-mi@unicatt.it, indicating Faculty and Degree Programme in the subject line. Course programmes must contain information regarding subject details, bibliography and reference lecturers. The Student Services communicate the outcome of the assessment with the Letter of Approval on the Enrolment Portal. The Letter of Approval indicates the year of admission and the validated exams.

For admission to any year after the first it is necessary to have:

- **At least 40 ECTS** validated for admission to the **2nd year of the programme**.
- **At least 80 ECTS** validated for admission to the **3rd year of the programme**.

Candidates admitted to a year subsequent to their first year must sit all the exams included in their study plan, including any exams not taken/validated relating to years prior to the year of enrolment.

All students with a previous academic career will benefit from ad hoc deadlines for the submission of the Study Plan, which will allow it to be processed in the 10 days immediately following the completion of registration / enrolment.

PLEASE NOTE: exams taken in specialising university master's won't be recognised.

Further specific indications for Transfer from another University and Transfer from other programmes within Università Cattolica are given below.

3.1. SPECIFICATIONS FOR TRANSFER FROM ANOTHER UNIVERSITY

After reserving a place, candidates can sit further exams until the start of the transfer procedure at the university of origin. It is advisable to respect the deadlines set by both universities.

The competent Teaching Unit will assess the exams taken and recorded only after having received the Leave of Absence form from the university of origin.

3.2. SPECIFICATIONS FOR TRANSFER FROM A PROGRAM WITHIN UNIVERSITÀ CATTOLICA

After reserving a place, it is possible to sit other exams of the programme of origin until the start of the Transfer procedure, which takes place by clicking on the function '**Proceed with the transfer**' in the Enrolment Portal.

The competent Teaching Unit will only assess exams that have been taken and recorded before the start of the Transfer procedure.



3.3. SPECIFICATIONS FOR SECOND DEGREE

To enrol for a second degree, the undergraduate degree and/or graduate degree and 1st and 2nd level specialising Master's must be obtained by **31 December 2024**.

4. CANDIDATES WITH DISABILITIES OR WITH SPECIFIC LEARNING DISORDERS (SLD)

Candidates with disabilities or with specific learning disorders (SLD) are required to:

1. upload in the appropriate profile section in the Enrolment Portal, the disability report or certificate relating to SLD;
2. send, if you intend to request compensatory measures for the test, an email to servizi.inclusione-mi@unicatt.it or servizi.dsabes-mi@unicatt.it, within the dates indicated below, by attaching the "Request form for compensatory measures and authorisation to process data for candidates with disabilities or Specific Learning Disorders (SLD)" downloadable [here](#) and also available in the "Admission and enrolment" section of the course page.

Table 2

ADMISSION TEST SESSION*	1 - 2 - 3 FEBRUARY 2024	11-12-13 APRIL 2024	29 MAY 2024	18 JULY 2024	10 SEPTEMBER 2024	24 SEPTEMBER 2024
DEADLINE FOR SUBMITTING DOCUMENTATION	By 23 January 2024	By 2 April 2024	By 20 May 2024	By 10 July 2024	By 3 September 2024	By 18 September 2024

* Admission tests, on the dates following the first session, shall be carried out only if places are still available.

It should also be noted that:

- the application for the admission test must necessarily be submitted via the [Enrolment Portal](#);
- the "Form requesting compensatory measures" sent after the deadlines indicated above will not be considered;
- if the test is repeated, candidates must repeat the procedure by resubmitting the "Request for compensatory measures form" to the Services for Inclusion in order to be provided with the required compensatory measures;
- candidates are invited to select the first shifts available within the day, in order to properly manage the compensative means designated.

For further information, candidates can contact the [Services for Inclusion](#).

More information about the program can be found [here](#):

<https://www.unicatt.it/corsi/triennale/economics-and-management-milano/admissions-and-applications.html>.



5. VERIFICATION OF INITIAL PREPARATION (VPI)

The admission test includes the Verification of Initial Preparation (VPI).

Candidates scoring between 4 and 6 in the Mathematics subject area will be required to take an **OFA** (Additional Educational Obligation) consisting and coinciding in a preliminary course in Mathematics. Candidates must attend this course and pass the final examination within the first year of the programme. In the event of failure, the student will be enrolled in the first year as a repeating student.

Candidates who transfer from another university, change programme within Università Cattolica, take a second degree or resume their university career and are exempt from the admission test, upon passing one of the four exams listed in paragraph 1 RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAMME, are automatically recognised as having passed the initial admission test and, as a result, no OFA will be assigned.

6. CANDIDATES WITH AN INTERNATIONAL STUDY BACKGROUND

Candidates with a **diploma** obtained at an **Italian secondary school** and with a **university career** in progress, interrupted or completed at a **foreign university**, before opening an application for admission via the Enrolment Portal, are required to contact the International Admissions Office at international.admissions@unicatt.it, by sending:

- the official certificate of the exams taken with an indication of the marks obtained and the associated ECTS and the relevant legend;
- the programmes of the courses taken;
- the certificate indicating the language of the degree programme;

to check whether any of the exams taken during the foreign course include one of the subjects that determine exemption from the test (see section 1 RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAMME). To this end, the documentation must be sent by the dates shown in the table below.

Table 3

ADMISSION TEST DATE	1- 2- 3 FEBRUARY 2024	11-12-13 APRIL 2024	29 MAY 2024
DEADLINE FOR DELIVERY OF DOCUMENTATION	By 12 January 2024	By 15 March 2024	By 10 May 2024

Candidates who submit documentation after **10 May** and before **30 June 2024** may apply for their foreign career evaluation, but eventual admission to the 1st year is subject to the availability of places and exemption from the admission test.



Candidates with a **diploma** obtained at a **foreign secondary school** and with a **university career** in progress, interrupted or completed at **Università Cattolica** or at **another Italian university** must follow the procedures set out above.

Candidates with a diploma obtained at a foreign secondary school and with a university career in progress, interrupted or completed at a foreign university must follow the procedures indicated at <https://international.unicatt.it/>.

7. CONTACTS

For more general information, candidates have to refer to:

- **iCatt** at the link <http://icatt.unicatt.it> "Information Request" section, for **candidates from Università Cattolica**.
- <https://www.unicatt.eu/enrolment-enrolling-in-the-undergraduate-or-integrated-degree-programs> for **candidates from other universities**.
- Candidates who need help in using the Enrolment Portal can use the "Support" button within the same Portal.